



## CITY OF ATLANTA

SUITE 1790

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Shirley Franklin  
Mayor

### DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq.  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

### City of Atlanta Request for Proposal Invitation

April 1, 2005

Dear Potential Proponents:

Please be advised that sealed proposals for **FC-6005007899, Fixed Base Operator**, will be accepted by the Department of Procurement (“DOP”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, May 11, 2005**. All proposals submitted must be sealed, and time stamped in no later than 1:59 p.m. on the stated date.

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M. \*\***

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances, and no bid shall be accepted unless the bid is submitted by an eligible bidder as approved by the Office of Contract Compliance.

Proponents’ names will be publicly read at 2:00 P.M. on the respective due date in Suite 1900, at the above address.

**SCOPE OF SERVICES:** The City of Atlanta (“the City”) is soliciting proposals from qualified proponents for a Fixed Based Operator to handle corporate and general aviation activity at Hartsfield-Jackson Atlanta International Airport under a proposed lease agreement.

**A Pre-proposal Conference** will be held on **Tuesday, April 19, 2005, at 10:00 a.m.**, at the City of Atlanta, Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337. The purpose of the pre-proposal conference is to provide the Proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Aviation to address the technical requirements, DOP to address questions about the procurement process, the Office of Contract Compliance to address the Disadvantage Business Enterprise Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Proponents are urged to attend the pre-proposal conference to obtain general information regarding the solicitation document.

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General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$25.00** as of **Monday, April 4, 2005**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, is non-refundable.

If you have any questions regarding this project, please contact Carolyn Chavis, Contract Administrator at (404) 330-6099, or by e-mail at [cchavis@atlantaga.gov](mailto:cchavis@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

Please be advised that all proposals are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any documents prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a proposal and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure pursuant to O.C.G.A. §50-18-72 and will be redacted from your proposal prior to disclosure in response to a request.

The City reserves the absolute right to reject any and all proposals and to waive any technicalities.

Sincerely,

Adam L. Smith